

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
<b>WORKGROUP NAME:</b>	SPF/SIG Inter-Governmental Workgroup
<b>DATE:</b>	January 18, 2008
<b>TIME:</b>	8:30 – 10:50
<b>LOCATION:</b>	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
<b>CHAIRPERSON</b>	Robert Higgins
<b>CO-FACILITATOR</b>	Marguerite Grabarek, PIRE Associate Evaluator
<b>RECORDER:</b>	Carolyn Foxall

### INTENDED MEETING OUTCOME

1. Approval of Minutes
2. Review and revision of Environmental Scan drafted from IG feedback following December 14, 2007, IG meeting.
3. Further discussion of Process and Next Steps with the Environmental Scan.
4. Next steps; next agenda; assignment clarification.

### SUMMARY OF KEY POINTS

The meeting was called to order by Chairperson, Robert Higgins. Attendance was acknowledged through roundtable introductions. An attendance roster is attached.

1. The minutes of the December 14, 2007 meeting were silently reviewed and unanimously approved.
2. Marguerite Grabarek:
  - A. Provided the revised ES draft which incorporated feedback from IG members. However, she deferred changing until she met with the workgroup. She repeated her previous directions:
    - 1.) For each question, ask yourself, “do we really need this question/info?”; “how will we use this info?”
    - 2.) Make sure we collect only what we need; and no more
  - B. Led the group as each section of the drafted environmental scan was reviewed, adjusted, and approved by consensus resulting in the attached document.
  - C. ODCP was asked to provide guidance regarding low-risk alcohol consumption as a supplemental tool for the ES. Foxall will do so.
3. By unanimous consensus of IG members present, it was agreed that the team of Interviewers considered for task at this time, Dianne Perukel (OHSP), Linda Nordeen (MDCH-Tobacco Section), and Tine Laux (ODCP CSAP Fellow) should pilot the document with the Department of Human Services, to field test its practicality. As team leader, Linda agreed to contact Jocelyn Vanda to make an appointment to begin the pilot process. A report will be given at the March meeting.

<b>ACTION</b>			
THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.			
<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>PROGRESS AND FOLLOW-UP ACTIONS</b>
<b>Draft a letter for department heads, explaining the process and inviting cooperation “from the top”...cc’ing the new Secretary of the Cabinet, so he can help get all department heads aware</b>	<b>Don Allen</b>	<b>Next SPF Meeting</b>	<b>As of February 1, 2008, An initial contact has been made. Mr. Allen will report or a specific course of action at the February 15, 2008, Leadership meeting.</b>
Type minutes	<b>Carolyn Foxall</b>	<b>Within 10 working days of meeting</b>	<b>Completed 2/1/08</b>
Make changes to the interview forms, as per decisions reached in IG January meeting, for inclusion in draft to be used by IG interview team.	<b>Marguerite</b>	<b>Within two weeks of January IG meeting</b>	<b>Completed 1/24/08</b>
Pilot ES with DHS	<b>Linda Nordeen, Tine Laux, Dianne Perukel.</b>	<b>By March meeting</b>	
Retrieve the contact information for the Boilerplate Group from Don Allen’s secretary, Marlene	<b>Tine Laux</b>	<b>By January meeting</b>	
<b>WORKGROUP OVERLAP</b>			
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC. THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>			
<b>OVERLAPPING GROUPS</b> (PLEASE LIST ALL GROUPS)	<b>OVERLAPPING ISSUE</b>	<b>COMMUNICATION STRATEGY</b> <b>AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP</b>	
<b>SPF-IG and State Workgroup</b>	Originally delayed further IG Environmental Scan to ensure that it did not interfere/duplicate what the State Workgroup was doing with the Boilerplate Reporting	Don Allen, Bob Higgins, Dianne Perukel, and Jocelyn Vanda all sit on both workgroups; ensuring regular communication between the two.	

<b>RESEARCH &amp; TECHNICAL ASSISTANCE REQUESTS</b>			
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE "NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS." THE ACTION ITEM WOULD BE "GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS." ANOTHER ACTION ITEM MAY BE "JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS."</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE "REQUEST FIELD." NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE "TO WHOM" FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE "ACTION TAKEN" FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>			
<b>REQUEST</b>		<b>TO WHOM</b>	<b>ACTION TAKEN</b>
NA			
<b>NEXT MEETING</b>			
DATE:	MARCH 28, 2008 (CHANGE FROM MARCH 21 <sup>ST</sup> DUE TO HOLIDAY BREAK – FEBRUARY 15 <sup>TH</sup> = LEADERSHIP MEETING FOR SPF CHAIRPERSONS)		
TIME:	8:30 – 10:50 A.M.		
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821		
<b>ANY ADDITIONAL COMMENTS?</b>			
<b>ATTENDANCE</b>			
<b>PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.</b>			
<b>MEMBERS' AND GUESTS' NAMES</b>	<b>ORGANIZATION</b>	<b>WORKGROUP AFFILIATION</b>	<b>HERE? Yes/No</b>
Marguerite Grabarek	PIRE	SPF Project Evaluator	Yes
Kari Galvas	RCA	Guest	Yes
Ann Covert	Connexion, Inc	Member	No
Beverly Ward	MCRUD	Member	No
Carolyn Foxall	ODCP	ODCP Staff Liaison	Yes
Chuck Spence	MASACA	Member	No
Deborah J. Hollis	ODCP	ODCP Management	No
Dianne Perukel	OHSP	Member	No
Donald Allen	ODCP, Director	Honorary Member	No
Homer Smith	MADD	Member	No
Jason Hamblen	OHSP	OHSP Alternate for Perukel	No
Jocelyn Vanda	DHS	Member	No
Larry P. Scott	ODCP	SPF/SIG Project Director	Yes
Leisa Gallagher	DOE	Member	No
Linda Nordeen	MDCH/Tobacco Section	Member	Yes
Lisa Miller	ODCP	Member	Yes
Luanne Beaudry	PN	PN Alternate for Sheila Taylor	No
Michael Langford	CENTRAL CAPT	CCAPT Alternate for T. Johnson	No
Nancy Becker-Bennett	ODCP/Law Enf. Section	Member	Yes
Robert Higgins	DOE	IG Chair	Yes
Sheila Taylor	PN	Member	Yes
Tine Laux	ODCP/CSAP	Prevention Fellow	Yes
Tracy Johnson	CENTRAL CAPT	CCAPT Technical Assistance	Yes
Ann Comiskey	Troy Coalition	Member	Yes
Mary Ludtke	MPCC	Member	No

**Department of Community Health – Office of Drug Control Policy  
Alcohol Abuse Prevention Activity/Capacity Assessment  
(Revised Draft: 1/18/08)**

**Q: Who is administering this questionnaire?**

A: This questionnaire is being administered by the Michigan Department of Community Health (MDCH), Office of Drug Control Policy (ODCP), as part of a grant from the Center for Substance Abuse Prevention (CSAP).

**Q: Why is this survey being administered? How will the information be used?**

A: ODCP is attempting to learn what programs and services are being administered at the state level throughout Michigan that may serve to prevent or reduce alcohol related traffic crash deaths. Collecting such information will allow ODCP to determine where there may be gaps in capacity and/or services, and to identify potential partnerships/opportunities for collaboration

**Q: My department doesn't *do* anything related to alcohol related traffic crash deaths. What information do we have to offer?**

A: Agencies sometimes administer programs and services that, although not specifically designed to reduce or prevent alcohol related traffic fatalities, may ultimately impact this goal. You may be addressing some of the key areas listed below, which will ultimately impact our goal. These areas include the following:

*Please see appendix for definitions of following terms*

- **Economic Availability of alcohol**
- **Retail Availability of alcohol**
- **Social Availability of alcohol**
- **Laws and Policies related to alcohol use**
- **Enforcement and Adjudication**
- **Promotion by media and the alcohol industry**
- **Social Norms/acceptance of alcohol misuse/abuse**
- **Mediating resources**

To give a few examples, if your agency is doing anything which might have a positive impact on knowledge about the risks of alcohol, community norms regarding behaviors associated with alcohol misuse, underage drinking, binge drinking or driving while drunk, then you are providing services/programs related to this project. (\*\*ODCP will prepare a handout with recommended drinking guidelines in case there are questions)

*Would you like some more examples or do you still have questions about whether your agency is providing such services or programs?*

**Q: Substance abuse prevention is not a priority for my department. Why should we complete this questionnaire?**

A: Many departments (e.g. Education, Human Services, Corrections) have already committed to collaborating with MDCH on this grant project. However, information is needed from all state agencies to enable MDCH to be more effective in carrying out their mission. We need your help to be successful.

**Top portion to be filled out by interviewer prior to interview:**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Position/title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Indicate the Michigan state department for which the respondent works: (select one, but double-check and ask the respondent)**

- |   |  |  |
|---|--|--|
| <input type="radio"/> Agriculture           | <input type="radio"/> History, Arts, & Libraries   | <input type="radio"/> Natural Resources                  |
| <input type="radio"/> Attorney General      | <input type="radio"/> Human Services               | <input type="radio"/> Secretary of State                 |
| <input type="radio"/> Civil Rights          | <input type="radio"/> Information Technology       | <input type="radio"/> State Police                       |
| <input type="radio"/> Civil Service         | <input type="radio"/> Labor & Economic Growth      | <input type="radio"/> Transportation                     |
| <input type="radio"/> Community Health      | <input type="radio"/> Management & Budget          | <input type="radio"/> Treasury                           |
| <input type="radio"/> Corrections           | <input type="radio"/> Military & Veteran's Affairs | <input type="radio"/> State Court Administrator's Office |
| <input type="radio"/> Education             |  | <input type="radio"/> MI Judicial Institute              |
| <input type="radio"/> Environmental Quality |  | <input type="radio"/> MI Supreme Court                   |
| <input type="radio"/> Governor's Office     |  |  |

**Please indicate what Bureau, Division, Section, Unit and/or Sub-unit of the above named state-level department for which the respondent works:**

Bureau: \_\_\_\_\_

Division: \_\_\_\_\_

Section: \_\_\_\_\_

Unit: \_\_\_\_\_

Sub-unit: \_\_\_\_\_

1. What programs, services, policies, laws, ordinances, etc. do you currently implement and/or enforce related to any of the 8 key areas? *(For interviewer: after respondent finishes answering question—"Just to make sure, I'm going run through the list of our 8 keys areas. Tell if me there is anything else you are doing for any of them?")*
  
2. For each program, service, policy, law, or ordinance, (alternative chart follows)
  - a. What is its purpose/goal/intended outcome?
  
  - b. Please describe the program, service, policy, law, or ordinance—length of existence, stable funding, mandated? *Interviewer, prompt for each of these items.*
  
  - c. Who is the client or target population?
  
  - d. Do you work with any other partners or sub-contractors on this program, service, policy, law, or ordinance?

*(Depending on interviewer, chart might be filled in afterwards. If not filled in at time of interview, ask all questions for each program, service, policy, law, or ordinance.)*

<b>Program/service/ Policy/law/ordinance</b>	<b>Description/purpose (include length of existence, mandated &amp; future funding/continuance)</b>	<b>Client/Target Population(s)</b>	<b>Other partners/sub- contractors</b>

**3. Anything else you would like to tell us about these programs/strategies?**

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**4. Focusing on the 8 key areas, if you had unlimited resources, what other policies, laws, ordinances, practices, programs or services would you want to implement or enhance?**

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**5. Is there anyone else in your department/agency we should talk to for any additional information about your department's programs, services, policies, laws, ordinances, enforcement practices, etc., related to any of the 8 key areas?**

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*Thank you for participating in this interview!*

## APPENDIX A

### 8 Key Areas of Focus

**Does your department do anything to influence or enforce any of the following--specifically related to alcohol use/abuse?**

**Economic Availability of Alcohol:** anything that affects the price, unlicensed sales, drink specials, internet sales, and taxes

**Retail Availability of Alcohol:** responsible retailer action/accountability (e.g. posting store policies/laws related to alcohol sales, sales clerk training ), location, responsible beverage services (e.g. limiting service to intoxicated patrons), outlet densities, hours and days of retail sale, size of container/serving size, security and product display placement in retail stores (e.g. putting merchandise behind counters)

**Social Availability of Alcohol:** parental supervision/network, seasonal recreational activity (e.g. hunting, snowmobiling, boating), social and cultural events (e.g. festivals, graduations, weddings, funerals, concerts, sporting events, office parties), private residences, unlicensed parties

**Laws and Policies related to alcohol use:** state and local laws, regulations and ordinances, school policies, social host liability

**Enforcement and Adjudication:** enforcement, perceived enforcement, consequences, perceived consequences, enforcement by educational institutions, adult providers, Social Host liability

**Promotion by media and the alcohol industry:** variety of advertising, frequency of advertising, targeted promotion and products, product placement in youth oriented media, location, drink specials, sporting events, glamorization of drinking in media

**Social Norms/acceptance of alcohol misuse/abuse:** family, community, and cultural history, neighborhood resident turnover and connection with neighbors, parental attitude, rite of passage, perceived peer pressure, age of first use, internet, parental approval of social drinking, seasonal recreational activity (e.g. hunting, snowmobiling, boating)

**Mediating resources:** alternative transportation (e.g. free rides home for people who have been drinking), prevention, and early intervention and treatment services ***Interviewer—other examples: alcohol education, public awareness campaigns***